



OFFICER DECISION RECORD

This form should be used to record Executive decisions taken by Officers

Decision Ref. No:			
Service Area:	Transport and Engineering	Date:	18/1/2023
Contact Name:	Julian McLaughlin	Tel No:	
E-mail:	Julian.mclaughlin@bcpcouncil.gov.uk		
Subject:	Fees and Charges for Transport and Engineering 2023		
Decision taken: To update the charges for services carried out by the Transport and Engineering Directorate, as shown in Appendix A, to be effective from 1 st April 2023.			
Reasons for the decision:			
The charges for services carried out by Transport and Engineering are typically reviewed on an annual basis.			
Background:			
The charges are usually reviewed annually and in 2021/22 a decision was taken to keep the charges at their existing level.			
The annual review pattern has been disrupted by the Covid Pandemic and there was initial uncertainty whether to review the charges for 2022/23. This is because decisions are usually made in the autumn of the preceeding year and at that time inflation was relatively low and activities in these areas was also low in some cases due to the impact of Covid.			
Subsequently, significant inflationary pressures started to emerge strongly in the last quarter of 21/22 and into the first quarter of 22/23 and a decision was taken to increase charges by 7.8% from 1 st September 2022. In October 2022 the Government announced that Consumer Price Index year to September 2022 had risen to 10.1%. Relatively high inflation is expected to persist through 22/23 and into 23/24 and therefore this decision is taken to ensure that the Council's income maintains its economic value in real terms.			
These changes take time to implement and will be introduced from 1 st April 2023.			
At the current time activity in these areas are similar to pre-pandemic levels.			

Consultations undertaken:**Consultation:**

Members Consulted:

Cllr Mike Greene, Cabinet Member for Sustainability and Transport

Officers consulted:

- Julian McLaughlin – Service Director, Engineering and Transport
- Richard Pincroft – Head of Service, Transportation
- Richard Pearson – Transport Network Manager
- Chantelle Carruthers – Finance Manager, Operations
- Jon Weaver – Head of Destination and Events
- Alexis Edwards – Transport Development Team Leader
- Andy Brown – Traffic Team Leader

Finance and Resourcing Implications:

According to the Office of National Statistics the Consumer Prices Index rose by 10.1% in the 12 months to April 2022.

An increase was processed to these fees and charges of 7.8% from 1st Sept 2022 and would lead to an increase in income of approximately £30k over a full year. This increase of the proposed charges represents a further overall increase in these service areas of around 4.4% and are expected to lead to a further increase in income of approximately £20k over a full year. The combined impact of the September 2022 and April 2023 increases is expected to lead to an increase of approximately £50k over a full financial year however it is noted that the actual figure is dependent on enforcement and licensing activity within various teams and also developer activity and resultant income that can vary over time.

Name: Adam Richens

Date: 18/1/2023

Signature (of Chief Finance Officer): 

Legal Implications:

The Council is entitled to levy charges in relation to the exercise of some of its functions either on a statutory basis, or on a discretionary basis. The review of the charges provided for by this decision should be reviewed in line with the relevant statutory requirements in each case, any general non-statutory duty to consult and with due regard to the Council's public sector equality duty pursuant to section 149 of the Equality Act 2010.

Any charges or review of charges specified by particular legislation (whether charged on a discretionary or mandatory basis) must be set and reviewed in accordance with that legislation.

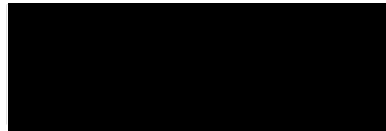
Where any other non-specified charges are levied on a discretionary basis, the provision of the service must be agreed by the recipient and the charges should not exceed the cost of delivery of the services from one financial year to the next in accordance with section 93 of the Local Government Act 2003.

The proposed changes comply with these requirements.

Name: Susan Zeiss

Date: 18/1/2023

Signature (of Monitoring Officer):



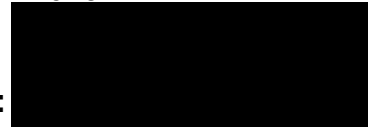
Risk Assessment:

There are no significant risks associated with these changes.

Name: Richard Pearson

Date: 16/1/2023

Signature (of Officer Completing Assessment):



Impact Assessments:

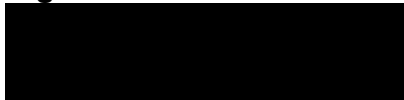
There are no significant Equalities impacts, the Equality Impact Assessment screening form is included as **Appendix B**. Some minor impacts have been identified and mitigated against as follows:

It could be considered that inflationary increases in charges have no impact as they merely maintain the real current costs of services. In regard to disabled bays it has been highlighted by the Equality Panel that disabled individuals may be adversely impacted by the cost of and also any increases in these charges. Blue Bladge Holders are entitled to apply for disabled bays and BCP Council offer different types of bay and it has been decided not to increase the basic cost of a standard disabled bay or permit bay to ensure this remains as affordable as possible.

In addition, a major review and harmonisation of Temporary Traffic Orders for Events took place in 2020. Community events effectively ceased in 2020/21/22 and this type of event is regarded as important to help our residents recover from the pandemic and return to normality. High charges can prevent events from taking place and therefore it has been decided not to increase these charges to ensure that these activities remain as affordable and viable as possible to help foster community recovery.

Information for publication / not for publication

There are no reasons this decision should be withheld from publication.

Background Papers			
None			
Any declaration of interest by the Officer responsible for the decision		Nature of Interest	
No			
Note: No Officer having an personal financial interest in any matter should take a decision on that matter. Other interests of a non-disqualifying matter should be recorded here.			
Any conflict of interest declared by a Cabinet Member who is consulted by the Officer taking the decision	Name of Cabinet Member	Nature of interest	Details of any dispensation granted by the Monitoring Officer
No			
Decision taken by: Julian McLaughlin (Service Director, Transport and Engineering)			
Signature: 		Date of Decision: 18/1/2023	
Date Decision Effective: as soon as possible after the above date.			
Date of Publication of record of decision: (to be inserted by Democratic Services)			

Note: A record of this decision should be kept by the Service Area within which the decision falls.

Appendix A - Transport and Engineering Fees and Charges from 1st April 2023

Item	Skips Application	Scaffold Application	Hoarding Licence	Café Licence New application (Highways Act) (See note 7)	Café Licence Renewal (Highways Act) (See note 7)	Café Licence Application or Renewal under Business and Planning Act (See note 1)	Stopping Up the highway	Section 171 Materials Licence (Miscellaneous Activities on the Highway Licence in Pools)	Overseal licence	Traffic Regulation Order (TRO) Developer funded	Temporary TRO's Up to 5 days	Temporary TRO's over 5 days	Emergency Temporary Traffic Regulation Notification Up to 21 days (TRNs) (See note 8)	Street Party (See note 9)	Event Temporary TRO's (See Note 6)				Adoption Agreements					
															No discount applied	Discount applied when event organiser applies before the 31st December in the year prior to the event	Section 38 Agreement - up to £750k (See notes 2 and 3)*	Section 38 Agreement - above £750k (See notes 2 and 3)*	Section 278 Agreement - up to £750k (See notes 2 and 3)*	Section 278 Agreement - over £750k (See notes 2 and 3)*	Paper copy of old Agreement			
Current charge for item	£80* per week	£80* per week	£80* per week	£250*	£150* renewal	£100.00	At cost	£80* per week	£350*	£1750 to £5500 depending on type of TRO	£500 up to 5 days (+ £350 fee if less than 6 wks notice)**	£1750 for over 5 days (+ £350 fee if less than 6 wks notice)**	Until April 2023 Rate for TRNs up to 5 days was used	Until April 2023 these were not charged.	Community or charity event	Commercial event	Community or charity event	Commercial event						£100.00
Proposed charge for item April 2023	£85.00	£85.00	£85.00	£250.00	£150.00	£100.00	At cost	£85.00	£380.00	£2,000 to £6,000 depending on type of TRO	£550 up to 5 days (+£350 fee less than 6 wks notice)**	£1850 for over 5 days (+350 fee if less than 6 weeks notice)**	£550.00	£50.00	£250 + VAT	£450 + VAT	£150 + VAT	£350 + VAT	10%, but subject to a minimum of £3000	10% on first £750k plus 7% on remainder	12%, but subject to a minimum of £3000	12% on first £750k plus 10% on remainder	£100.00	
Percentage increase in cost of item	8.3%	8.3%	8.3%	0.0%	0.0%	0.0%	n/a	8.3%	8.6%	14.3%	10.0%	5.7%	10.0%		0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	25.0%	

Item	Disabled Parking Bays General Use Type (See Note 5)	Disabled Parking Bays Permit Bay	Disabled Parking Bays Conversion from General to Permit	Private / Tourist Signaling Application Fee (Signs Provided EO at Cost)	Access Protection Marking	TRO adjustment related to dropped kerb application (See Note 5)	Accident Data	Traffic Data	Traffic Surveys	Section 50 Licence new apparatus (to include traffic Survey Apparatus placed by others)*	Section 50 Licence existing apparatus*	Section 171 Licence breaking up Highway*
Current charge per item	£300.00	£430.00	£220.00	£175	£240	£600	From £175 depending on the request and locations	From £175 depending on the request and locations	Ad-hoc traffic surveys, to cost, minimum charge £200	£700.00	£480.00	£350.00
Proposed charge for item	£300.00	£430.00	£240.00	£200	£250	£650	From £175 depending on the request and locations	From £175 depending on the request and locations	Ad-hoc traffic surveys, to cost, minimum charge £200	£700.00	£480.00	£350.00
Percentage Increase in cost of item	0.0%	0.0%	9.1%	14.3%	4.2%	8.3%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

Item	Traffic Signals						Abandoned vehicles (See note 4)	Untaxed Vehicles (See note 4)
	Traffic Signal switch on/off ** (contract hours)			Traffic Signal switch on/off ** (outside contract hours)				
Current charge per item	Pedestrian Crossing £470	Signal Junction £270	Additional bags £20	Pedestrian Crossing £270	Signal Junction £680	Additional bags £25	£150 removal fee and £20 storage fee per day per vehicle	£100 clamp removal fee within 24hrs, £200 removal fee and £21 per day storage per vehicle
Proposed charge for item	Pedestrian Crossing £470	Signal Junction £270	Additional bags £20	Pedestrian Crossing £270	Signal Junction £680	Additional bags £25	Fixed Amount as per Legislation	Fixed by the DVLA
Percentage Increase in cost of item	7.8%	7.2%	5.3%	7.8%	6.6%	8.7%	n/a	n/a

Notes -

*25% additional charge for retrospective applications

**Rates taken from Traffic Signals Maintenance Contract and subject to annual increase and an additional admin fee added to cover the cost of processing

Note 1) Set by Central Government. BPA currently runs to Sept 2022. Will revert to HA if not extended. If BPA extended then the Council will adopt the maximum permitted charge set by Central Government up to but not exceeding the charges for current applications under the Highways Act shown in this table. (Increase shown due to volume charge)

Note 2) The number of S38 and S278 does not follow a consistent pattern and therefore whilst a projected increase in income is shown in some cases fluctuations (possibly large) can occur on an annual basis.

Note 3) No proposed increase in percentage because development values will increase with inflation and therefore, as a percentage charge applies, income will increase without increasing these percentage charges. The minimum charges have been increased from £2,500 to £3,000 reflecting that this has not increased for a number of years.

Note 4) Rates are set by legislation and the DVLA not BCP Council (Figures summarised)

Note 5) Standard disabled bays not increased to address possible concerns about EIA and affordability.

Note 6) TRO fees for Events were harmonised as part of a Tourism paper that went to Cabinet in 2020. Do not raise again.

Note 7) Not amended because most businesses using BPA legislation and this is fixed by central gov at £100. Therefore if we increase Highway Licences we risk encouraging migration to the £100 licence.

Note 8) Formally introduced April 2023

Note 9) Formally introduced in April 2023 - in exceptional circumstances CMB may waive this fee for national events.

BCP Equality Impact Assessment Screening Tool

Public Sector Equalities Duty

Please answer all the questions and provide a summary of the answers in the Summary and Conclusions box below. Please send a copy of this document to the Policy and Performance Team

1. Project Title:	Fees and Charges for Transport and Engineering Services 2023
2. Service Unit:	Transport and Engineering
3. Summary of Project:	Revise the Fees and Charges for T and E services in 2023/24

Equality Impact Assessment Screening Tool	Response Yes/No/Maybe/Don't Know
4. Will the policy or service change affect service users, employees or the wider community?	Yes
5. Is there likely to be a positive or negative impact in terms of equality? Use the protected characteristics listed below as defined by either the equality act or by BCP Council to determine if this decision will affect any characteristic disproportionately.	Yes
6. Does it relate to a sector or physical area where there are known inequalities?	Yes
7. Does it relate to a service that is currently underused by people it should reach?	No
8. Does the policy or service change relate to functions that previous consultation has identified as important to a particular group?	No
9. Do different groups have different needs or experiences in relation to the policy/service?	Yes

Summary and conclusions

Please use this section to support the responses above and to determine if you will/will not carry out a full EIA.

It is important to remember that even when it has been decided not to carry out a full EIA the outcome of this decision record remains subject to the general duties and not carrying out a full EIA places the Council at greater risk of legal challenge

The proposed changes impact all service users, however the changes only seek to maintain the current value of services provided in real terms. There is a section relating to the charge for providing a disabled parking bay outside the home of a resident who meets the eligibility criteria. These individuals may also be economically disadvantaged. The charge aims to cover the cost of providing, administering and subsequent removal of the bay and no increases are proposed for a standard disabled bay or a permit bay.

Will this decision record be supported by a full EIA?	No
Assessment Screening Tool completed by: Richard Pearson	Date: 15 th Nov 2022

Protected Characteristics

1. Age¹
2. Disability²
3. Sex
4. Gender reassignment³
5. Pregnancy and Maternity
6. Marriage and Civil Partnership
7. Race
8. Religion or Belief
9. Sexual Orientation
10. Armed Forces Community
11. Any other factors/groups e.g. socio-economic status/carers etc⁴
12. Human Rights

¹ Under this characteristic, The Equality Act only applies to those over 18.

² Consider any reasonable adjustments that may need to be made to ensure fair access.

³ Transgender refers people have a gender identity or gender expression that differs to the sex assigned at birth.

⁴ People on low incomes or no income, unemployed, carers, part-time, seasonal workers and shift workers